

DEPARTMENT OF PERSONNEL 209 East Musser Street, Room 101 Carson City, Nevada 89701-4204 (775) 684-0150 http://dop.nv.gov

> MEMO PERD #10/06 March 17, 2006

TO: Recipients of the Personnel Commission Agenda

FROM: Jeanne Greene, Director Department of Personnel

SUBJECT: PERSONNEL COMMISSION AGENDA

The Department of Personnel has made a decision to distribute Personnel Commission agendas in electronic format, instead of hard copy, beginning with the May 12, 2006, Commission meeting. This new format will be released via e-mail to a larger distribution than used previously, and will be posted on our web site at http://www.dop.nv.gov by May 1, 2006.

The new distribution will include Department Directors, Division Administrators, Agency Personnel Liaisons and Representatives, Designees for Rules Distribution, Employee Representatives, and Media Representatives. If you wish to continue receiving the agenda in electronic format and are not in one of the groups listed above, please submit your e-mail address to Debra Berry at dberry@dop.nv.gov by April 21, 2006.

If you do not have e-mail or have any questions or concerns, please call Debra Berry at 775) 684-0110.

JG:sq